

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. Contract ID Code <b>01</b>		Page <b>1</b>		Pages <b>1</b>						
2. AMENDMENT/MODIFICATION NO. <b>08</b>			3. EFFECTIVE DATE <b>JUN 7 2004</b>		4. REQUISITION/PURCHASE REQ. NO. <b>See Page 1a</b>			5. PROJECT NO. (If applicable)						
ISSUED BY  Procurement Office George C. Marshall Space Flight Center National Aeronautics and Space Administration Marshall Space Flight Center, AL 35812			CODE <b>PS22-S MCG</b>		7. ADMINISTERED BY (If other than Item 6) <b>Katie James</b> Ph.: 256-544-7568 Fax: 256-544-9080 Email: Linda.k.james@nasa.gov AUTOMATED INVOICE PAYMENT INFORMATION: (256) 544-5566			CODE <b>PS22-S, MCG</b>						
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State, and Zip Code)  <b>Mainthia Technologies, Inc.</b> <b>7055 Engle Rd., Suite 502</b> <b>Courtyard Office Park</b> <b>Cleveland, OH 44130</b>					(x)					9A. AMENDMENT OF SOLICITATION NO.				
										9B. DATED (SEE ITEM 11)				
					X					10A. MODIFICATION OF CONTRACT/ORDER NO. <b>NAS8-02002</b>				
										10B. DATED (SEE ITEM 13) <b>September 1, 2002</b>				
CODE <b>CAGE 1PNM8</b>		FACILITY CODE <b>105813</b>												
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS														
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.														
ACCOUNTING AND APPROPRIATION DATA (If required) <b>N/C</b>														
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.														
(x)		A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.												
		B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).												
X		C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 43.103(a)(3) and mutual agreement of both parties</b>												
		D. OTHER (Specify type of modification and authority)												
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>3</u> copies to the issuing office.														
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <b>Minimum Value \$500,000</b> <b>Maximum Value \$10,000,000</b>  The purpose of this modification is to incorporate the revised Government Property Management Plan, DRD No. 977LS-001 into the basic contract with no increase in price. A revised copy of the Government Property Management Plan is attached.														
15A. NAME AND TITLE OF SIGNER (Type or print)					16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)									
					<b>Monica Heidelberg</b> <b>Contracting Officer</b>									
CONTRACTOR/OFFEROR			15C. DATE SIGNED		16B. UNITED STATES OF AMERICA ORIGINAL SIGNED BY: BY <b>MONICA HEIDELBERG</b> (Signature of Contracting Officer)			16C. DATE SIGNED <b>JUN 7 2004</b>						
(Signature of person authorized to sign)														
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE					30-105 STANDARD FORM 30 (Rev. 10-83) Prescribed by GSA FAR (48 CFR) 53.243									

Mainthia Technologies, Inc.  
Standard Management Procedure  
for  
Controlling and Managing Government Furnished Property

1. GENERAL

This procedure establishes the method and responsibilities for controlling and managing government furnished property under contract NASA8-02002.

2. SCOPE

This procedure applies to all Mainthia Technologies personnel.

3. REFERENCES

- 3.1 Federal Acquisition Regulation, Part 45
- 3.2 NPG 5100.4B Federal Regulation Supplement, Part 18-45
- 3.3 FAR Supplement Subpart 1845.72 Contract Property Management (Clause 1845.7206: Responsibilities of Property Administrators and Plant Clearance Officers)
- 3.4 Subpart 45.6 Reporting, Redistribution and Disposal of Contractor Inventory
- 3.5 NPG 4200.1A NASA Equipment Management Manual
- 3.6 NPG 4200.2B Equipment Management for Property Custodians
- 3.7 MPG 4000.2 Property Management
- 3.8 MWI 4000.1A Lost and Found Personal Property
- 3.9 MPG 4000.1D Control of Customer-Supplied Product
- 3.10 MWI 4200.1A Equipment Control
- 3.11 MWI 4220.1 Space Utilization
- 3.12 MWI 4300.A Disposal Turn-Ins/Reutilization Screening

#### 4. RESPONSIBILITIES

The property management mission of Mainthia Technologies, Inc. is to account for, safeguard and properly utilize all property furnished by the government that is maintained at MSFC in accordance with the references in paragraph 3.0 of this plan.

4.1 Mainthia Technologies personnel are tasked with the following activities:

- a. Ensuring that all NASA-controlled equipments are documented by initiating a spreadsheet that consists of name, location, and NASA Equipment Management System (NEMS) number of assigned equipment. This document is then forwarded to contractor's Property Manager. Notification may also be provided by e-mail to the Property Custodian.
- b. All government furnished property will be received by the contractor and physically inventoried, managed, identified and recorded in an Excel Spread Sheet on an on going process throughout the duration of the contract.
- c. All government furnished property being utilized by the contractor belongs to the government and reports will be sent to the responsible property administrator on an as needed basis.

4.2.1 All employees when processing out from NASA will be required to complete MSFC Form 383-1 contractor clearance document. Any equipment assigned to them will be reassigned to the contractor's Property Manager.

4.2.2 The contractor's property custodian will update PMD Form 101 spreadsheet and send a report to the responsible property administrator when deemed necessary.

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#### 5. PROCEDURE

5.1 All Mainthia personnel will evaluate relocation requirements and process the appropriate documentation as follows:

- a. Initiate a Service Request (SR) by utilizing the Online One-Stop Service Catalog. Provide NASA Equipment Management System (NEMS) required date and relocation information. Office of the CIO contractor Service Management will process the request in Remedy and generate an Installation Relocation Service Request (IRSR).
- b. In all other cases, provide excel spreadsheet or e-mail notification of the relocation to the contractor Property Custodian (attachment 1).

5.2 Office of the CIO contractor Property Management will:

- a. ~~Receive the IRSR, excel spreadsheet (attachment 2) or e-mail and update accountability records as required in the NEMS database.~~





## CSC PROPERTY CONTROL DOCUMENT (Continuation Sheet)

1. Log Number: \_\_\_\_\_

2. Page \_\_\_ of \_\_\_ Pages

3. Prepared By: \_\_\_\_\_

4. Date: \_\_\_\_\_

6. SR/TT/WAR: \_\_\_\_\_

7. Repair/Return Reference No.:\_\_\_\_\_

[illegible]

20. Received By:\_\_\_\_\_ 21. Date:\_\_\_\_\_ 22. User:\_\_\_\_\_ (If different from #20)

ERN#: \_\_\_\_\_

CSC/PMD Form 100-1  
Revised 8/94

SOP IB219  
January 10, 2003  
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